

Recorder Records

DESCRIPTION OF MAJOR SERVICES

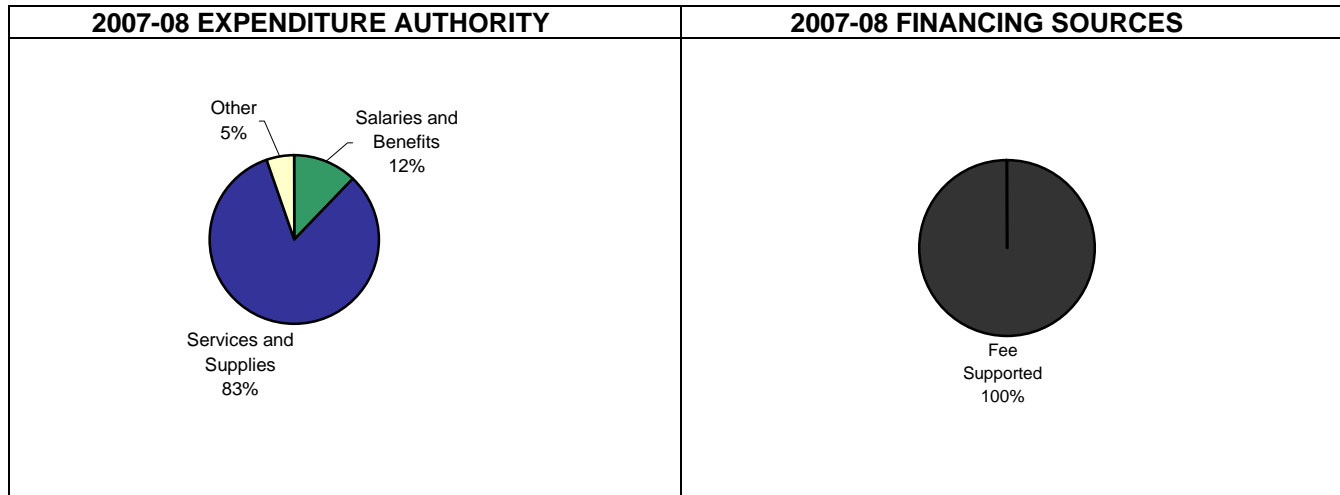
This special revenue fund was established to defray the cost of storing, restoring, and imaging the County Recorder's legal and historical documents. In August, 2001 the Board eliminated the fee that financed this effort. Since that time, the costs have been absorbed by the General Fund. With Board approval, the fee has been re-established. This is the first budget for the newly established fee.

The primary service provided by this fund is the maintenance, repair and imaging digitization of the County's legal and historical documents. Revenue includes fees collected pursuant to Government Code section 27361 on legal documents.

This is a newly established budget unit in 2007-08 and therefore no history available.



ANALYSIS OF PROPOSED BUDGET



GROUP: Fiscal
DEPARTMENT: Auditor/Controller-Recorder
FUND: Recorder Records

BUDGET UNIT: SIX REC
FUNCTION: General
ACTIVITY: Finance

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Estimate	2006-07 Final Budget	2007-08 Proposed Budget	Change From 2006-07 Final Budget
<u>Appropriation</u>							
Salaries and Benefits	-	-	-	-	-	98,182	98,182
Services and Supplies	-	-	-	-	-	658,818	658,818
Transfers	-	-	-	-	-	43,000	43,000
Total Appropriation	-	-	-	-	-	800,000	800,000
<u>Departmental Revenue</u>							
Current Services	-	-	-	-	-	800,000	800,000
Total Revenue	-	-	-	-	-	800,000	800,000
Fund Balance					-	-	-
Budgeted Staffing					-	1.0	1.0

This is the first budget for this special revenue fund. This budget includes 1.0 Archivist/Records Manager. This new position will add specific expertise to define current documents as future historical documents. Services and supplies of \$658,818 is primarily dedicated to professional services required to repair and digitize documents and secondarily to acquire additional space.

Current services revenue of \$800,000 is from fees collected on legal documents.

